

THE CONTRACT CONNECTION

Office of Contractual Review
Susan H. Smith, Director

Issue 8

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FROM THE DIRECTOR

We are quickly approaching the end of the fiscal year and we are faced with very few remaining days to take care of finalizing approvals for FY 2001 contracts. In order to insure that payments can be made from current fiscal years funds, agencies must have a bone fide obligation by June 30th which means the contract must be approved no later than June 30, 2001.

The Office of Contractual Review is committed as always to doing whatever we need to do to approve all contracts received in a timely manner by June 30th, but we need your assistance to help us accomplish our goals. As agency contract officers, it is your responsibility to communicate to the people in your respective agencies what these deadlines are so no one is caught unaware and unprepared on June 30th. Also, it will be the agencies' responsibility to take the appropriate measures to carry forward funds, if necessary.

All contracts/amendments will be date stamped into OCR and will be approved in order of receipt. Contracts will be approved only after all required information has been received. Therefore, please make sure that all approvals have been obtained and all required documentation is submitted with the contract to insure an expeditious approval.

Also, FY 2002 contracts will be put in line for review and approval as they are received so I would encourage you to send in next years contracts as soon as possible and they will be approved contingent upon funding availability as approved by the legislature. This will hopefully help avoid late payments to contractors who begin work July 1st under continuing contracts.

Special points of interest:

Civil Service exempts to \$20,000

Next PST meeting is on May 11

Next contract training session is May 29th



WANT A CONTRACT APPROVED BY JUNE 30TH???

The end of the fiscal year is fast approaching. For contracts and amendments that must be approved by June 30, 2001 for funding purposes, we are requesting that they be delivered to OCR by June 1st, 2001 with all of the correct documentation and approvals such as BA-22, Civil Service, Attorney General, CIO, etc. to assure their review and approval by June 30th. A Checklist for submitting contracts is available on the OCR homepage at www.state.la.us/ocr/ocr.htm.

LAPAC—INTERNET POSTING OF RFP(s)

**We are
planning an
informational
workshop on
LaPAC at our
seminar
scheduled for
fall 2001**

The Louisiana Procurement and Contract Network (LaPAC) is an available website for posting Requests for Proposals (RFP) on the Internet. This centralized site is great for posting solicitations of all kinds such as bids, awards and RFP(s). It can potentially save the agency money by providing a place for potential proposers to access RFP documents and print it at their own expense. RFP(s) currently posted on LaPAC can be accessed at the LaPAC Public Menu at <http://wwwsrch2.doa.state.la.us/osp/lapac/pubmain.asp>.

LaPAC has been operating for several months for solicitations handled by the Office of State Purchasing who, along with Office of Information Services and the Office of Statewide Information Systems, was responsible for bringing the concept of LaPAC to fruition.

It is now available for posting RFP's issued under OCR requirements.

Before an agency can use LaPAC for posting RFP(s), the agency must set up an assigned LaPAC Agency Security Administrator. The Agency Security Administrator is responsible for setting up and maintaining the person(s) in their agency who will perform the post and award function, and training the agency user(s) in the functions of the system. The agency should complete ISIS Form ISF056 LaPAC Agency Security Administrator Setup Form, and submit it to the Office of Statewide Information Systems (OSIS). The Agency will be notified when setup is complete.

**For assistance
call 342-2677**

For RFP(s) for consulting and social services, they may be posted to LaPAC by converting a document to a PDF format. Agencies who manually post RFP(s) that are not in a word processing format will need a scanner and Adobe Acrobat Writer to convert documents to PDF format (LaPAC will only accept PDF format). There are no special requirements for the scanner. Agencies who will manually post RFP(s) in a word processing format will need Adobe Acrobat Writer to convert the documents to PDF format.

The capability to view RFP(s) in LaPAC is dependent on having the following:

- Personal Computer
- Modem or a direct access Internet Connection
- Internet Browser
- Adobe Acrobat Reader (free software) required to view RFP documents.

A self-help guideline for LaPAC is available at <http://www.state.la.us/osis/lapac/lapac.htm>. It provides all of the necessary steps for accomplishing the posting of RFP(s) on the site.

The support of LaPAC is provided by OSIS. There are no training classes as the system is quite intuitive and the on-line tips are very helpful. Should you require assistance or have questions, please call 342-2677.

SCHEDULE FOR PST MEETINGS

Procurement Support Team (PST) reviews all DP Consulting Services over \$100,000 and certain Consulting Services over \$140,000. The RFP, selection/award and draft contract of each solicitation is reviewed by this committee. The meetings for the next few months are May 11, May 25, June 15, June 29, July 13, July 27. Any document that requires PST review must be submitted to Marie Frank at least one week prior to the meeting of its review.



OCR BASIC TRAINING

The next training session for basic contract procedures will be held on May 29th, 2001. Anyone interested in attending should contact Dee Dee Abadie or Marie Frank at 342-7097. The training is held in Room B62 of the Capital Annex from 9 AM to Noon.



CIVIL SERVICE EXEMPTION INCREASES TO \$20,000

Civil Service General Circular No. 1426 authorizes the exemption of Civil Service approval for all contracts for \$20,000 and under.

PERFORMANCE EVALUATIONS

A performance evaluation for every personal, professional, consulting or social service contract shall be prepared and submitted to OCR in accordance with La Revised Statute Title 39:1500. The performance evaluation must be retained by the agency for all contracts approved under its delegated authority. For all other contracts, the performance evaluation shall be submitted to the Office of Contractual Review within 60 days after the completion of performance and no contract may be entered into by any agency with any contractor for which a delinquent final evaluation report remains outstanding.

It has come to our attention that many of the performance evaluations submitted to OCR are not prepared in accordance with statutory requirements. Please review your forms and procedures and check that they contain the following:

- the CFMS contract number; if OCR approved, the OCR approval number,
- the name of the agency official or officials responsible for monitoring the contract and for final acceptance of the contract deliverables,
- the name of the contractor, contract amount, contract cost basis, and contract timetable which shall reflect both the proposed and actual work initiation and completion dates
- any contract modifications,
- a listing of the contract deliverables, inclusive of specific products and services, and whether all such deliverables were satisfactorily and timely completed,
- an itemization of any problems encountered with respect to the execution of the contract,
- an assessment of the utility of the contract deliverables.

For your convenience, a sample Performance Evaluation form with the minimum requirements is available on our website at <http://www.doa.state.la.us/ocr/perfor.htm>.

Additionally, final evaluation reports for contracts in amounts of \$250,000 or greater must be submitted to the legislative auditor.



**PERFORMANCE &
ACCOUNTABILITY**



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AMENDED EXECUTIVE ORDER MJF 96-50

Governor Foster has issued the Executive Order MJF 2001-14 to amend the Executive Order MJF 96-50 in regard to Year 2000 Compliance. This amendment exempts contracts entered into prior to October 17, 1996 and after March 15, 2001 from the requirement of a Yr 2000 compliance clause. Please remove this clause from any future contracts.



HELP SAVE TREES



Amendments to contracts which were approved by OCR do NOT require copies of the original contract, certification letter, etc. as these documents are already on file in our office. As long as the amendment itself references the CFMS # and/or the OCR approval #, there is no need to send unnecessary paperwork which takes up valuable and scarce file space.

This does not, however, relieve you of the responsibility to make sure all REQUIRED paperwork is submitted, such as multi year letter, late letter, etc. if circumstances require you to do so. Help save trees and lighten our load just a little.




OCR STAFF

Susan Smith, Director
Marie Frank, Assistant Director
Dee Dee Abadie, Secretary

Paula Lewis, Contract Analyst
Cynthia Galmon, Contract Analyst
Sharon Schexnayder, Contract Analyst

QUARTERLY REPORTS

We are still receiving quarterly reports listing services valued at less than \$2000. As all of you should be aware, legislation was passed in the 1999 Regular Legislative Session which established a threshold of \$2000 for application of the chapter governing personal, professional, consulting and social services contracts. A written contract meeting OCR requirements is not required for such small amounts and such services need not be reported, however artificial division of services to avoid contract requirements is strictly prohibited. If in doubt, please contact this office for guidance.



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